

TOWN OF CONCORD

CONCORD COMMUNITY CENTER RESERVATION AND USE

Name of User Group \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Date Requested \_\_\_\_\_

Fee Charged \_\_\_\_\_

Rental fee includes: Use of floor space inside, lawn area immediately adjacent to the Community Center. Fee also covers use of electrical outlets, kitchen and bathrooms. No reservation will be made until proper forms are filled out and all fees are paid.

Groups intending to use unusual equipment, or who plan to hold unique events, must list them under SPECIAL REMARKS (i.e. pony rides, bands, etc.) on the application form. With this, groups may be required to pay a refundable damage deposit fee as a means of protection of Town property.

The following policies apply to all groups receiving permission to use the Town of Concord Community Center. Please read and understand all statements before signing this form.

*Phone 262-593-2509*

*Beverly Stendel, Janitor*

Beverly Stendel  
N6342 County Rd E  
Oconomowoc, WI 53066

1. An event must be scheduled through ~~the office of the Town Clerk, Lloyd Zastrow.~~ Confirmation must be in writing and signed by the Applicant acting as an agent of the User Group.
2. Cancellations: Notice must be given at least three or more days in advance for a refund. Reservation date counts as one day.
3. Regulations:
  1. For the duration of the event, the Applicant is held responsible for the preservation of order and noise control.
  2. The User Group agrees to hold harmless the Town of Concord for loss or damage of personal property or injury arising from the use of the Community Center.
  3. It shall be the responsibility of the User Group to maintain the Community Center throughout the event and to restore all areas to pre-reservation conditions. The User Group is responsible for any damage done to Town property.
  4. No items or services shall be sold, solicited or exhibited without permission.
  5. Reservation runs from \_\_\_\_\_ to \_\_\_\_\_.
  6. The Town Board Officials reserve the right to revoke permission to use the facility at any time.
  7. The Town of Concord has a No Smoking policy in the old town hall and the Community Center.
  8. If beer, wine/wine coolers and hard liquor are provided free, no bartender is necessary.
  9. If beer or wine coolers are sold, a bartender must be on site and a Town of Concord one day picnic license must be purchased.
  10. No hard liquor may be sold on Town of Concord property.

Town of Concord Community Center Rental Agreement and Supplement Requirements

RENTAL FEES:

Family reunions, Weddings, Wedding Anniversary, Birthday Parties, Confirmations, Graduations, Baptisms, Holiday-Family Gatherings, Graduations, etc.: \$25.00 per room (1-4 hours).

Rummage sales, Car Clubs, Snowmobile Clubs, Meetings, etc.: \$25.00 per room (1-4 hours).

Snowmobile Youth, Girls & Boys Scouts, 4H Clubs, Church (local), Youth basketball and volleyball, etc.: NO CHARGE.

Adult volleyball and basketball: \$10.00 per hour.

Business Groups:

Profit:

Non Profit:

Gym Rental: \$25.00 per hour.

Kitchen Rental: Kitchen use is free with rental of the gym and or a room.

*For Non residents  
for 4 hours use of gym +  
kitchen is \$150.00  
1 Room \$50.00 for 4 hours*

Picnic License:

(Cut along line. Above information to be retained by Applicant)

The User Group agrees to hold harmless the Town of Concord for loss or damage of personal property or injury arising from use of Town facilities.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_

NAME OF USER GROUP: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

I understand the above statements and policies and agree to the terms.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Applicant – 18 years or older)

SPECIAL REMARKS: \_\_\_\_\_

TOWN OF CONCORD – BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(March 2007)

*Make check out to  
Send to*

*Applicant to + check to*



Severly Stendel  
N6342 County Rd E  
Oconomowoc, WI 53066